

STATE OF WISCONSIN

Department of Administration



COMMUNITY DEVELOPMENT BLOCK GRANT - PUBLIC FACILITIES (CDBG-PF)

2014 COMPETITIVE GRANT APPLICATION

CDBG-PF PROGRAM CONTACT INFORMATION

Mailing Address: Wisconsin Division of Administration
Division of Housing – Bureau of Community Development
ATTN: 2014 CDBG-PF Applications
101 E. Wilson St., 9th Floor
P.O. Box #7970
Madison, WI 53707-7970

Telephone: Tom Clippert, Director Bureau of Community Development
(608) 261-7538

Email: DOACDBG@Wisconsin.gov

PLEASE NOTE:

2014 CDBG-Public Facilities Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Housing website at housing.wi.gov. Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

Wisconsin Department of Administration
2014 Application
Community Development Block Grant - Public Facilities (CDBG-PF)

PART 1 – GRANT REQUEST		
Grant Request Amount: \$	Applicant's Local Match: \$	Total Project Cost: \$
	Applicant's Non-Local Match: \$	
Project Title:		
Brief Project Description:		
If Project receives CDBG funding:		
Project Begin Date (MM/YY):		Project Completion Date (MM/YY):
The Proposed Project Budget has been attached to this application: <input type="checkbox"/> Yes <input type="checkbox"/> No A Budget Match Waiver has been attached to this application: <input type="checkbox"/> Yes <input type="checkbox"/> No		

PART 2 – APPLICANT INFORMATION		
APPLICANT (UGLG):		Population:
Applicant Type: <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> County	County:	
Joint Application? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list other unit[s] of government):		
Chief Elected Official (CEO):		Title:
Clerk:		
Public Works Director:	Finance Director:	
Official Municipal Street Address:		
City, Zip:		DUNS #:
CEO Phone:	CEO Fax:	FEIN:
CEO E-Mail:	Clerk E-Mail:	
Chief Elected Official Signature:		Date:
Application Contact		
Name:		Agency/Company:
Mailing Address:		
Phone:	Fax:	E-Mail:

Previous CDBG Assistance

List All Previous CDBG-PF, CDBG-ED, CDBG-PLNG, CDBG-PFED, and CDBG-Housing Awards Received Since 2006:

Project:	Grant Agreement / Contract No:	Award Date:	Closeout Date:	Award Amount:

Did any previous CDBG award(s) monies fund part or all of the Public Facilities project for which you are applying today?

☐ Yes ☐ No

PART 3 – INITIAL ELIGIBILITY

Provide or acknowledge the following to demonstrate initial application eligibility:

Yes No

- ☐ ☐ 1. Acknowledge that the applicant is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
- ☐ ☐ 2. Applicant's Citizen Participation Plan is attached.
- ☐ ☐ 3. Documentation of the first public hearing notice published in the newspaper, verifying that the public was given a minimum of 2 weeks (14 days) advance notice of the public hearing, is attached.
- ☐ ☐ 4. Public hearing meeting minutes & Citizen Participation Public Hearing Certification is attached.
- ☐ ☐ 5. Public hearing sign-in sheet(s) is attached.
- ☐ ☐ 6. Applicant's authorizing resolution is attached.
- ☐ ☐ 7. Statement of Assurances is attached.
- ☐ ☐ 8. Lobbying Certification is attached.
- ☐ ☐ 9. Potential Fair Housing Actions are attached.
- ☐ ☐ 10. Acknowledge that if the applicant's project is funded, the applicant will be required to complete an environmental review **before** the unit of general local government can receive grant funds.
- ☐ ☐ 11. If this project is funded, I/we acknowledge that Professional Services for Grant Administration will be properly procured in compliance with Federal, State, and local requirements.

Briefly describe your process for procuring a grant administrator and explain how it complies with Federal, State, and local procurement requirements:

Contact the Bureau of Community Development if any answer in this section is "No"

PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

Will the proposed project benefit the entire community?

☐ Yes

☐ No: How many individuals will benefit from the project? _____

Of those who will benefit, how many individuals meet the qualification of LMI? _____

1. Which CDBG National Objective does your proposed project meet? (Answer using the checkboxes below.)
2. What method was used to demonstrate National Objective compliance?

☐ Benefit to Low- and Moderate-Income Persons

☐ Area Benefit using Census Data (Attach Census Tract/Block Data Summary for area coinciding with project service area)

☐ Area Benefit using Survey Data (Attach completed Survey Data Summary Form)

☐ Limited Clientele - HUD presumed group: _____
(or if based on nature of project and location, provide justification below)

☐ Prevention/Elimination of Slum and Blight

☐ Area Basis (Attach completed Slum and Blight Certification Form)

☐ Spot Basis (Attach completed Slum and Blight Certification Form)

☐ Urgent Local Need (Provide justification below)

Briefly explain:

1. ***How the project will meet the National Objective selected above, and***
2. ***The method by which the project will qualify, and***
3. ***The information and data available to document compliance.***

PART 5 – PROJECT NEED (0-90 Points)

On the following page, concisely describe the need for the proposed project.

Address:

- the current condition of the problem,
- the frequency that the problem occurs,
- the effect(s) of the problem if left untreated, **and**
- to what extent the proposed project will alleviate the problem.

Data or pertinent information that quantifies the need can be included in the narrative or as an attachment to this application. Limit your narrative to two (2) pages (pages 7 & 8 of this application) with not less than a 12-point font and ¾" margins.

***** Additional/supporting documentation may be attached, but it will NOT be scored. *****

PART 6 – COMMUNITY DISTRESS (0-60 Points)

Median Household Income (0-30 Points): (source of data: _____) (date that source data was published: _____)	\$
Per Capita Property Value (0-15 Points): (source of data: _____) (date that source data was published: _____)	\$
Local Property Tax Rate (0-15 Points): (source of data: _____) (date that source data was published: _____)	

PART 7 – FINANCIAL NEED (0-30 Points)

Amount of Local Matching Funds Committed to Project: <i>(This is the amount of Applicant Funds on the Proposed Project Budget Page)</i> (Attach the completed Proposed Project Budget to the application)	\$
If the Local Matching Funds amount is less than 10% of the Total Project Cost, has a waiver request from the UGLG CEO been attached to the application? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
Funding Source for Local Funds Committed to Project: <input type="checkbox"/> General Obligation (G.O.) Debt <input type="checkbox"/> Revenue Bonds <input type="checkbox"/> Other (briefly explain): _____	
If G.O. Debt is Funding Source:	
G.O. Debt Capacity For 2014:	\$
Used G.O. Debt (to date):	\$
Anticipated used G.O. Debt For 2015 without CDBG Assistance:	
Anticipated used G.O. Debt For 2015 with CDBG Assistance:	
Future (within the next three years) G.O. Debt Obligations (Attach Resolution or Capital Improvement Plan to the application)	\$
For Water and Sewer Projects: (Attach most recent municipal Enterprise Statements to the application)	
Annual <u>water</u> charge calculated for a household using 70,000 gallons of water:	\$
Projected increase in the water charge with grant assistance:	%
Projected increase in the water charge without grant assistance:	%
Annual <u>sewer</u> charge calculated for a household using 70,000 gallons of water:	\$
Projected increase in the sewer charge with grant assistance:	%
Projected increase in the sewer charge without grant assistance:	%

PART 8 – PLANNING AND COLLABORATION (0 - 20 Points)

Does the Applicant have an adopted Comprehensive Plan, Community Redevelopment Plan, or other long-range plan? (0-10 Points)

☐ Yes:

Date the Plan was adopted or most recently revised: _____

Briefly explain, within the space provided, how this project is consistent with the goals and objectives of the Plan and attach a copy of the applicable sections of the Plan.

☐ No

Will the proposed project occur in conjunction with other planned public improvement or construction project? (0-10 Points)

☐ Yes:

Briefly explain, within the space provided, how this project fits within or supports another planned public improvement project. Include efficiencies, cost savings, and desirable effects that will be realized by completing these projects simultaneously.

☐ No

PART 9 – COMMITMENT OF MATCHING FUNDS (0 - 50 Points)

APPLICANT: _____

DATE: _____

Attach documentation of financial commitments and information to demonstrate the validity and reasonableness of budgeted costs.

Activity	CDBG Funds	Source of Matching Funds			Total
		Applicant	Other Public Funds	Private Funds	
Acquisition - Land					
Acquisition - Building					
Building Improvements					
Center/Facility Construction					
Clearance - Site					
Curb and Gutter					
Electrical System Improvements					
Environmental Remediation					
Equipment					
Fire Station					
Relocation					
Sanitary Sewer					
Storm Sewer					
Streets/Sidewalks					
Wastewater Treatment Facility					
Water					
Furnishings & Fixtures (match only)					
Engineering (match only)					
Administration					
Sub-Total(s):					

In addition to Applicant Match Funds, summarize the other Public and Private sources of project funding:

Signed Commitment Documents Included?

Source: _____ Amount: \$ _____ Status: ☐ Pending ☐ Committed ☐ Yes ☐ No

Source: _____ Amount: \$ _____ Status: ☐ Pending ☐ Committed ☐ Yes ☐ No

Source: _____ Amount: \$ _____ Status: ☐ Pending ☐ Committed ☐ Yes ☐ No

Source: _____ Amount: \$ _____ Status: ☐ Pending ☐ Committed ☐ Yes ☐ No

ATTACHMENTS & SUPPORTING DOCUMENTATION

Documents	Has the attachment or supporting documentation been Included with this Application submission?	
1. Authorizing Resolution (for Application Submission)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Citizen Participation Plan (CPP)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Adopting Resolution of the Citizen Participation Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. A copy of the Citizen Participation Public Hearing Notice (<i>proof of minimum 14-day advance notice</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Citizen Participation Public Hearing Certification Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. A copy of the Fair Housing Ordinance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Adopting Resolution of the Fair Housing Ordinance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Statement of Assurances	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. A copy of the Relocation Plan/Anti-Displacement Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Acquisition/Relocation/Demolition Questionnaire	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Lobbying Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. A copy of the Non-Violent Demonstration Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. A copy of the Excessive Use of Force Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Fair Housing Actions (<i>specifying the two actions that the local community will undertake</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. Proof of the Local Match Commitments (<i>i.e. copies of the signed award letters, signed loan paperwork, resolutions committing funds, and bank account statements</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No